

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

اختبار شهر ابريل



Lesson 1

» **The Problem:** Sometimes we delete important files by mistake.

» **Solution:**

1 Restoring a Deleted File from the Recycle Bin:

This is the first and easiest step.

- When you delete a file, it usually goes to the **Recycle Bin** first.
- You can open it and click "**Restore**" to get your file back.

2 Advanced File Recovery (Using Special Software):

- If the Recycle Bin is empty, you can use special programs like **Recuva** to recover lost files.
- Use **Deep Scan** in recovery programs to find old deleted files. It takes more time.
- Stop using the disk drive immediately to avoid overwriting the deleted file.
- Save the recovered files in a new place.



Lesson 2

» **Data Collection Methods:**

- | | |
|--------------------|-----------------------|
| 1 Asking questions | 2 Direct observations |
| 3 Books | 4 Websites |

» **Organizing Data:**

- o **Tables:** Data are placed in rows and columns.
- o **Graphs:** They show results in a visual and easy-to-read way.

» Microsoft Excel helps us organize data quickly.

» With Excel, you can:

- | | |
|-------------------------|------------------|
| 1 Enter numbers. | 2 Create tables. |
| 3 Create charts/graphs. | |



» To show data in an attractive way:

- 1 Use colors
- 2 Add titles
- 3 Add labels.

» **Verifying Data:** Make sure it is correct, accurate, and updated.

» Using incorrect data or unreliable sources leads to **wrong** results.

Lesson 3

» A presentation should be:

- 1 Clear
- 2 Interesting
- 3 Easy to understand.

o Using multimedia, such as pictures, colors, sounds, and videos, can make your presentation:



» Tools for Creating Presentations:

- 1 PowerPoint: To create slides with text, images, shapes, and animations.
You can also use WordArt to add visually appealing text.
- 2 Movie Maker: To create short videos to support your presentation.

» Rules for an Effective Presentation:

- 1 Keep the slides short and clear.
- 2 Focus on one main idea per slide.
- 3 Use matching colors and clear fonts to make the slides easy to read.
- 4 Arrange the slides in a logical order: Introduction → Content → Conclusion
- 5 Sounds and videos should be chosen carefully so they do not distract the audience.



- Appropriate sounds or calm music can make your presentation effective and enjoyable.

Lesson 4

- » **A presentation:** It is an easy and attractive way to explain an idea or a topic to others using a computer.
- » Microsoft PowerPoint is used to create presentations.

» With PowerPoint, you can:

- 1 Create slides.
- 2 Add pictures, drawings, and sounds.



Design Tips for an Effective Presentation

- 1 Choose matching colors that are comfortable for the eyes.
- 2 Use a clear and large font so everyone can read it easily.
- 3 Do not use too much text on one slide, keep the slides short and clear.
- 4 Use pictures and multimedia to support your ideas.

A picture or video can explain your idea faster than text.

Presentation Structure

- o **Introduction:** Tell the audience what your topic is about.
- o **Main Content:** Share the important information or steps.
- o **Conclusion:** Summarize the topic and give final results or recommendations.

» Presentation Skills (Before standing in front of your class):

- o **Practice:** Speak in front of a mirror or your friends to build confidence.
- o **Review:** Check your slides for mistakes or technical problems.

Lesson 5

- » **A web page:** It is what you see when you visit a website. It contains texts, images, and links.
 - Links help a visitor move to another page easily.

» **HTML:** It is the basic language used to create websites.

• With HTML, you can:

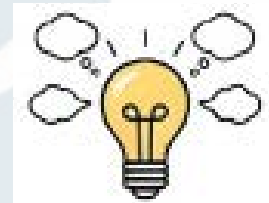
- 1 Write headings and text.
- 2 Add images.
- 3 Add links.



- Keep the web page simple and easy to use.
- Create a clear **heading** at the top that shows what the page is about.
- Use **images** that support your idea.
- Use matching colors.
- Check that all links work properly. Broken links can make visitors leave.
- Finally, review the web page as if you were a visitor.

Lesson 6

- To create a digital project, start with a **clear idea**.
- After choosing the idea, we make a simple **action plan**.
- We also need to collect **digital resources**, such as:



- 1 **Devices:** A computer or tablet
 - 2 **Software:** Word or PowerPoint
 - 3 Images or audio if needed
 - 4 An Internet connection
- We also should analyze project needs to avoid surprises or problems later:
 - 1 The type of information we will use (text, images, or numbers).
 - 2 The tools that help us organize and present the information.
 - It is important to assign roles to each team member.
 - Teamwork means everyone works together and supports each other.
 - It is necessary to plan the time for each task to finish on time.

Model Exams- Part 2

Model Exam

1

1 Choose the correct answer:

- 1 The characteristics of a successful team include
 - a. selfishness and chaos
 - b. collaboration and organization
 - c. ignoring tasks
 - d. lack of planning
- 2 Links on your web page must be.....
 - a. correct and working
 - b. random and too many
 - c. repetitive
 - d. unimportant
- 3 Using multimedia in a presentation helps in
 - a. clarifying the idea
 - b. confusing the students
 - c. deleting texts
 - d. reducing the attention
- 4 A good presentation makes the idea
 - a. vague
 - b. difficult
 - c. easy to understand
 - d. boring
- 5 The tools used for presenting data include
 - a. tables
 - b. graphs
 - c. pens only
 - d. both a and b
- 6 The function of the Deep Scan option in recovery programs is to
 - a. delete files forever
 - b. find old deleted files
 - c. make the search faster
 - d. reduce the file size
- 7 A link that does not work correctly is called a/an
 - a. effective link
 - b. broken link
 - c. clear title
 - d. HTML



2 Put (✓) or (X):

- 1 Tools should be identified before starting the project. ()
- 2 Using nice colors makes a website more attractive. ()
- 3 Images help clarify ideas. ()
- 4 Excel is one of the most popular presentation programs. ()
- 5 Organization helps in understanding the data. ()
- 6 Recuva is one of the free programs for recovering deleted files. ()
- 7 Good communication helps build good relationships with our colleagues. ()
- 8 The information found in books and on websites cannot be used as a source for data. ()

Model Exam

2

1 Choose the correct answer:

- 1 After collecting information, the next step is
 - a. project implementation
 - b. deleting data
 - c. finishing work immediately
 - d. starting the idea again
- 2 Using matching colors makes the page
 - a. hard to read
 - b. unorganized
 - c. slow
 - d. attractive
- 3 A presentation should be reviewed
 - a. while speaking
 - b. only after the presentation
 - c. before showing it to others
 - d. after speaking
- 4 Using videos in a presentation helps to
 - a. attract attention
 - b. distract the students
 - c. cancel the main idea
 - d. only make the time longer

2

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Model Exam

3

1 Choose the correct answer:

- 1 A good project plan explains
 - a. tasks and time
 - b. the number of pages only
 - c. the type of paper
 - d. nothing specific
- 2 A web page should be
 - a. full of advertisements
 - b. easy to use
 - c. crowded with text
 - d. unclear
- 3 The best way to start a presentation is with
 - a. a simple introduction
 - b. jumping to the conclusion
 - c. ignoring the title
 - d. showing images only
- 4 The presentation slides should be
 - a. full of text
 - b. short and clear
 - c. full of numbers
 - d. unorganized
- 5 It is important to make sure that data is
 - a. old
 - b. from an unknown source
 - c. incomplete
 - d. correct and accurate
- 6 If a file is permanently deleted using (Shift + Delete), the best solution is to
 - a. search the Recycle Bin
 - b. use data recovery programs
 - c. rename the file
 - d. copy other files in its place
- 7 is a program used to create short videos.
 - a. Excel
 - b. PowerPoint
 - c. Movie Maker
 - d. WordArt

2 Put (✓) or (X):

- 1 It is important to prepare a project plan. ()
- 2 A web page contains only text. ()
- 3 The font on the presentation slides should be clear and easy to read. ()
- 4 Images and videos can be used to attract attention. ()
- 5 Data can be collected from more than one source. ()
- 6 It is recommended to install the recovery software on the same disk from which the files were deleted. ()
- 7 The conclusion or recommendations should come at the beginning of the slides. ()
- 8 You should practice speaking confidently before giving your presentation. ()

Model Exam

4

1 Choose the correct answer:

- 1 One of the tools we may need to prepare a digital project is
 a. an Arabic book b. a school bag
 c. a computer and the Internet d. a football
- 2 is a programming language used to create websites.
 a. Excel b. Word
 c. HTML d. PowerPoint
- 3 An effective presentation depends on
 a. speaking very fast
 b. randomness
 c. good organization and self-confidence
 d. deleting images

- ## 2 Put (✓) or (X):

- ICT Prim. 5 – Second Term

Model Exam

5

1 Choose the correct answer:

- 1 The first step in a project is
 - a. identifying the idea
 - b. printing the report
 - c. executing the results
 - d. saving the files only
- 2 A web page consists of
 - a. text
 - b. images
 - c. links
 - d. all of them
- 3 is a program used to create presentations.
 - a. Excel
 - b. Paint
 - c. PowerPoint
 - d. Internet
- 4 One of the best tools to present ideas in an interesting way is
 - a. PowerPoint
 - b. Paint only
 - c. the browser
 - d. the email
- 5 The data is.....
 - a. primary information.
 - b. Final results.
 - c. Random numbers.
 - d. Pictures only.
- 6 The first step to recover a deleted file from your computer is.....
 - a. Install file recovery software.
 - b. search the Internet.
 - c. Open the recycle bin and restore the file.
 - d. Restart the computer.
- 7 An effective presentation should focus on..... main idea(s) per slide.
 - a. one
 - b. three
 - c. four
 - d. many



2 Put (✓) or (X):

- 1 Links should be verified before publishing the page. ()
- 2 It is important to review the presentation before presenting it. ()
- 3 Using colors helps people understand ideas better. ()
- 4 If the data is incorrect, the results are correct. ()
- 5 The data must be verified before being displayed. ()
- 6 Deep scan option helps find deleted file a long time ago. ()
- 7 All information should be written on one slide. ()
- 8 Assigning roles in a team improves the project quality. ()

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سلسلة كتب الأستاذ

Answers

MODEL (1)

1 1 b 2 a 3 a 4 c
5 d 6 b 7 b

2 1 ✓ 2 ✓ 3 ✓ 4 X
5 ✓ 6 ✓ 7 ✓ 8 X

MODEL (2)

1 1 a 2 d 3 c 4 a
5 c 6 b 7 b

2 1 X 2 X 3 X 4 X
5 ✓ 6 ✓ 7 X

MODEL (3)

1 1 a 2 b 3 a 4 b
5 d 6 b 7 c

2 1 ✓ 2 X 3 ✓ 4 ✓
5 ✓ 6 X 7 X 8 ✓

MODEL (4)

1 1 c 2 c 3 c 4 d
5 a 6 b 7 d

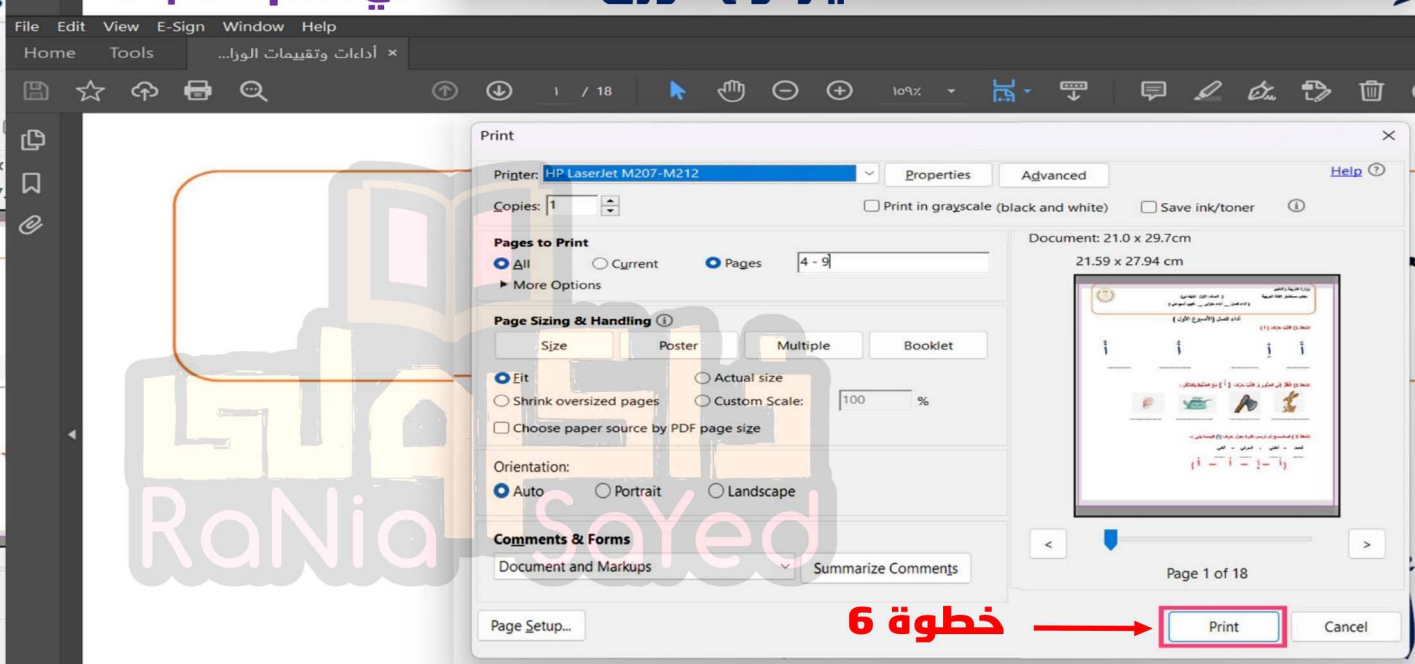
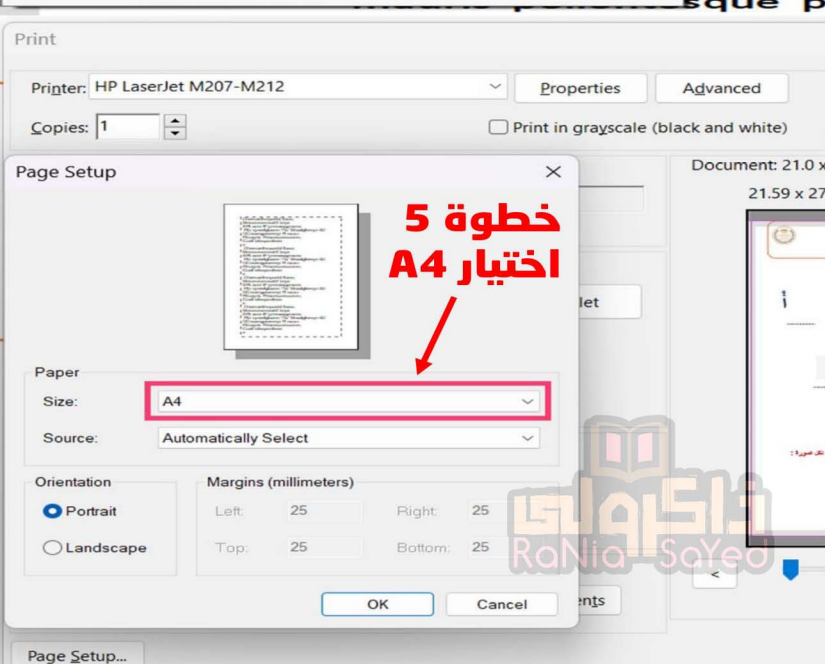
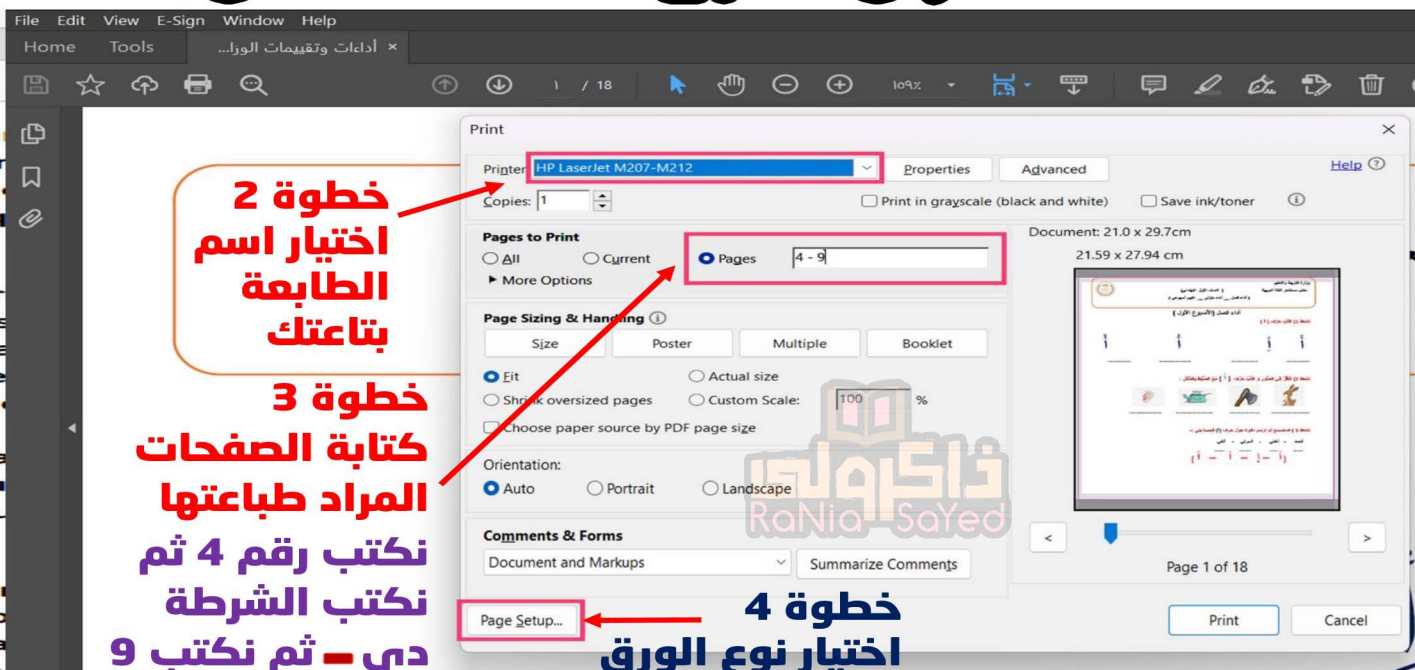
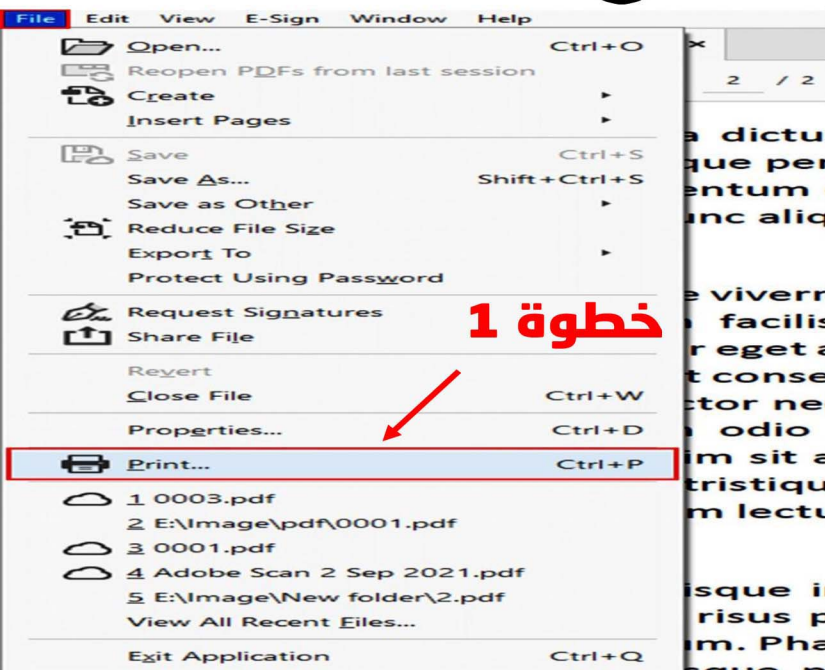
2 1 X 2 ✓ 3 X 4 X
5 X 6 ✓ 7 ✓ 8 X

MODEL (5)

1 1 a 2 d 3 c 4 a
5 a 6 c 7 a

2 1 ✓ 2 ✓ 3 ✓ 4 X
5 ✓ 6 ✓ 7 X 8 ✓

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر ابريل



Test (1)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Practicing how to stand when giving a presentation is unnecessary. ()
- (2) Devices are considered one of the digital resources needed for a digital project. ()
- (3) If the collected data is incorrect, the results will be correct. ()
- (4) There are five steps to create a digital project. ()
- (5) You should preview the file before recovering it using external programs. ()
- (6) Texts and images are considered multimedia. ()
- (7) Good design means that the page is only beautiful in shape. ()

2 Choose the correct answer from the following options:

- (1) After finishing designing a web page, you should
(a) analyze the information (b) evaluate it
(c) present it (d) share it
- (2) is divided into two types: commercial and non-commercial.
(a) Setting the idea (b) Determining the project timeline
(c) Analyzing the project's needs (d) Collecting digital resources
- (3) should be used to make data presentation attractive and easy to understand.
(a) Images only (b) Colors, titles, and labels
(c) Titles only (d) Colors only



- (4) Self-confidence when giving a presentation makes the presentation more
(a) effective and convincing (b) boring
(c) confusing (d) vague
- (5) Multimedia helps the viewer
(a) understand easily (b) become distracted
(c) forget the information (d) ignore the presentation
- (6) The microsoft Excel program makes presenting information
(a) more complicated (b) less accurate
(c) less attractive (d) more accurate
- (7) The simple project work plan is created after
(a) setting the idea (b) determining the project timeline
(c) analyzing the project's needs (d) collecting digital resources
- (8) If a web page is useful and easy to browse, this means the page design is
(a) good (b) disorganized (c) inappropriate (d) weak

Test (2)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Deleted files can be recovered using external programs. ()
- (2) The logical order of a presentation is to start with the results, then the information. ()
- (3) It is preferable to show the project to others to benefit from their feedback. ()
- (4) It is preferable to choose a small font size when designing a presentation. ()



- (5) The movie Maker program is used to create words in beautiful shapes. ()
- (6) The last step in data processing is organizing and presenting the data. ()
- (7) A broken link on a web page makes the visitor happy. ()

2 Choose the correct answer from the following options:

- (1) A distinguished presentation makes the audience
(a) feel bored (b) distracted
(c) excited to listen (d) uninterested in the topic
- (2) It is preferable to put a clear at the top of the web page that expresses its content.
(a) title (b) number (c) file (d) magazine
- (3) The process of reduces surprises during work on the project.
(a) collecting resources (b) presenting the idea
(c) analyzing the project's needs (d) distributing roles
- (4) One of the features of a web page is to be
(a) unclear (b) overlapping (c) unattractive (d) well-organized
- (5) Collecting the required digital resources for the project is done in the
(a) first (b) second (c) third (d) last
- (6) are written in a single slide of the presentation.
(a) All information (b) The objectives and ideas
(c) The important points (d) All ideas
- (7) The recuva program is used for
(a) writing reports (b) creating tables
(c) drawing graphics (d) recovering data
- (8) One of the methods of organizing and presenting data is
(a) charts (b) graphic images
(c) presentations (d) paper reports

Test (3)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Labels help the reader notice the differences between the various parts of the chart. ()
- (2) We must ensure the accuracy and reliability of data before presenting it. ()
- (3) It is preferable to use images in the presentation to attract attention. ()
- (4) For a presentation to be successful, the slides must be very long. ()
- (5) You can create a web page to introduce yourself. ()
- (6) Drill program is one of the website design programs. ()
- (7) Audio files are considered an example of multimedia. ()

2 Choose the correct answer from the options:

- (1) Microsoft Word is considered an example of
(a) programs (b) multimedia (c) devices (d) images
- (2) A well-designed web page
(a) is difficult to use (b) cannot be visited
(c) encourages the user to return to it (d) is vague
- (3) Tables are used in
(a) creating designs (b) presenting data
(c) drawing graphics (d) verifying data
- (4) A web page is what we see when we visit a website on the
(a) planets (b) internet (c) GPS (d) map
- (5) We present the important information and steps in the



- (a) introduction (b) main presentation
(c) conclusion (d) results
- (6) Preparing the internet for a web search is done in the stage of
(a) starting the idea (b) collecting digital resources
(c) analyzing the project (d) determining the project timeline
- (7) The first step to recover a file using an external program is
(a) start the scan (b) select the location
(c) recover the file (d) delete the file
- (8) When adding a video clip to the presentation, it should
(a) support the idea (b) distract attention
(c) not support the idea (d) not help with concentration

Test (4)



1 Mark (✓) the correct statements and (X) the incorrect statements:

- (1) The "Recycle Bin" icon is located on the desktop. ()
- (2) The time required for each task in a digital project must be determined. ()
- (3) The last step in data processing is verifying the accuracy of data. ()
- (4) The goal of a presentation is to deliver the presentation idea clearly. ()
- (5) The time required for each task in a digital project must be determined. ()
- (6) Data can be collected through direct observation. ()
- (7) A single slide in a presentation should contain many ideas. ()



2 Choose the correct answer from the options:

- (1) Organized provides an opportunity to learn cooperation with others.
(a) page design (b) individual play
(c) individual work (d) group work
- (2) The last step of recovering deleted files using the Recuva program is
(a) choosing the save location (b) starting the search
(c) previewing (d) selecting the location
- (3) To restore a folder from the Recycle Bin, we right-click then choose
(a) delete (b) restore (c) move (d) rename
- (4) A collection of primary information used to understand a specific topic is called
(a) web pages (b) folders
(c) data (d) programming languages
- (5) HTML language is used to create
(a) web pages (b) folders
(c) data (d) programming languages
- (6) Using makes the presentation comfortable for the eyes.
(a) matching colors (b) complex fonts
(c) non-matching colors (d) unclear fonts
- (7) Organizing time in a project helps with
(a) meeting deadlines (b) complicating the project
(c) slowing down the project (d) not following the plan
- (8) The are used in web pages to help visitors move from one page to another.
(a) texts (b) links (c) the main title (d) subheadings



Test (5)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) PowerPoint program is used to create video clips. ()
- (2) The appropriate method for collecting data is chosen according to the type of information we are looking for. ()
- (3) After restoring a file from the Recycle Bin, it is moved to its original location on the computer. ()
- (4) Organized teamwork helps each member participate and learn. ()
- (5) Microsoft Excel program can be used to design tables. ()
- (6) The last step in creating a digital project is starting the idea. ()
- (7) A simple web page makes the visitor feel confused when using it. ()

2 Choose the correct answer from the options:

- (1) You should the project regularly to ensure everything is going well.
(a) distribute (b) review (c) present (d) determine
- (2) The program is used to organize data.
(a) Excel (b) PowerPoint (c) Word (d) Paint
- (3) You must ensure that your web page is
(a) attractive and clear (b) difficult to use
(c) causes confusion (d) distracts attention
- (4) We should begin the presentation with the
(a) conclusion (b) results
(c) presenting information (d) introduction



- (5) The movie Maker program is used to create
(a) presentations (b) static shapes (c) beautiful texts (d) video clips
- (6) A free and easy program used to recover data is
(a) Word (b) PowerPoint (c) Recuva (d) Disk
- (7) The presentation information is written in
(a) spreadsheets (b) slides (c) files (d) web pages
- (8) It is preferable to use images when creating a web page.
(a) complex (b) appropriate (c) inappropriate (d) annoying



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Test (1)

- 1 (1) X (2) ✓ (3) X (4) ✓
(5) X (6) ✓ (7) X
- 2 (1) evaluate it. (2) setting the idea.
(3) Colors, titles, and labels.
(4) effective and convincing.
(5) understand easily. (6) more accurate.
(7) setting the idea. (8) good.

Test (2)

- 1 (1) ✓ (2) X (3) ✓ (4) X
(5) X (6) ✓ (7) X
- 2 (1) excited to listen. (2) title.
(3) analyzing the project's needs. (4) well-organized.
(5) second. (6) the important points.
(7) recovering data. (8) charts.

Test (3)

- 1 (1) ✓ (2) ✓ (3) ✓ (4) X
(5) ✓ (6) X (7) ✓
- 2 (1) programs. (2) encourages the user to return to it.
(3) presenting data. (4) internet.
(5) main presentation (6) collecting digital resources.
(7) select the location. (8) supports the idea.

Test (4)

- 1 (1) ✓ (2) ✓ (3) X (4) ✓
(5) ✓ (6) ✓ (7) X
- 2 (1) group work. (2) choosing the save location.
(3) restore. (4) data.
(5) creating web pages. (6) matching colors.
(7) meeting deadlines. (8) Links.

Test (5)

- 1 (1) X (2) ✓ (3) ✓ (4) ✓
(5) ✓ (6) X (7) X
- 2 (1) review. (2) Excel.
(3) attractive and clear. (4) introduction.
(5) video clips. (6) Recava.
(7) slides. (8) appropriate.

جديد من شركة التأسيس السليم



MATHEMATICS GRADE 1st TO 3rd PRIMARY SCHOOL



العلوم للفوف 4 و 5 و 6 الابتدائي



الدراسات الاجتماعية للفوف 4 و 5 و 6 الابتدائي

حمل الآن

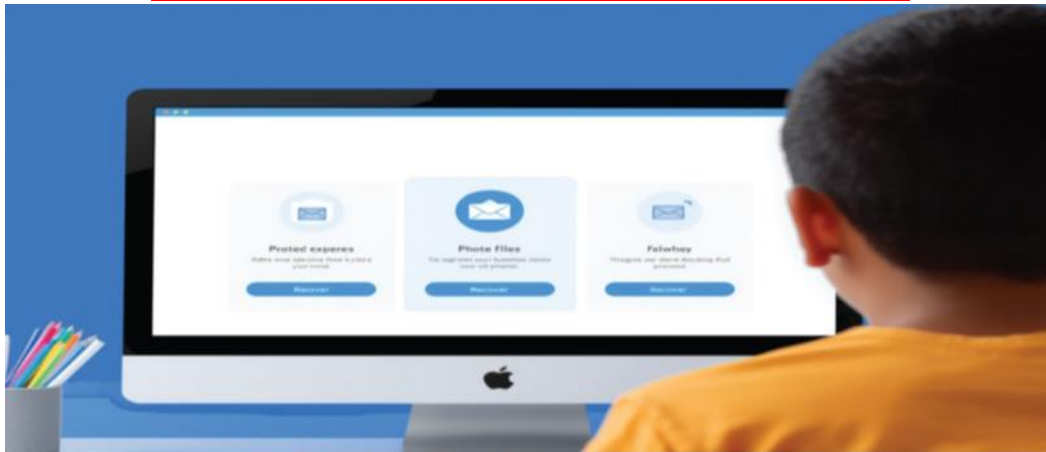
مجاناً وحصرياً

المراجعة رقم (3)

اختبار شهر ابريل



Lesson 1: Recovering My Deleted Files



Introduction

Dear student, have you ever thought about recovering a deleted file on your computer or from your email? What did you do? In this lesson, we will learn how to recover deleted files from your device or email and how to use software that helps you do so.

1. Recovering Files from a Computer

There are many ways to help you restore deleted files on your device. We will learn some of these methods:

A. Restoring a Deleted File from the Recycle Bin This is the first and easiest step. It works if you have not emptied the Recycle Bin or permanently deleted the file using **Shift + Delete**.

- Open the **Recycle Bin** icon on your desktop.
- Search for the file or folder you wish to recover.
- Right-click on the file, then choose **Restore**.
- The file will be immediately moved back to its original location on the computer.

B. Advanced Recovery Using External Software If the previous methods fail (the file was permanently deleted or the disk was formatted), specialized data recovery software must be used.

Important: You must immediately stop using the disk or storage unit from which you lost the files to avoid overwriting their data.

2. General Steps for File Recovery Programs

- **Choose a data recovery program:** Programs like **Recuva** (free and easy) or **Disk Drill**.
- **Download and install the program:** Install it on a disk different from the one you want to recover files from. For example, if you lost files from **Drive C**, install the program on **Drive D** or an external disk.
- **Select the location:** In the program interface, choose the storage unit (Hard Drive C or D, USB drive, or Recycle Bin) where the files were lost.
- **Start Scanning:** Begin the search process. It is preferable to use the **Deep Scan** option, even if it takes longer, because it finds files deleted a long time ago.
- **Preview and Recover:** After the scan finishes, the program will display a list of recoverable files, often indicating the file's condition (e.g., Good or Poor).
- **Preview files:** Check photos or documents before recovery to ensure they are intact.
- **Select files:** Mark the required files, then click **Recover**.
- **Saving location:** Choose a new saving location for the recovered files, preferably on a different disk from the one they were recovered from.

Practical Application:

Dear Student: Delete a file, then try to recover it again on your device. You may ask your teacher for help in choosing the file.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Permanently deleted files can be recovered without using any external software. ()
- 2- You must stop using the disk from which files were deleted before attempting to recover them. ()
- 3- Recuva is considered one of the free programs for recovering deleted files. ()
- 4- It is preferable to install the recovery program on the same disk from which the files were deleted. ()
- 5- The Deep Scan option helps in finding files that were deleted a long time ago. ()

Q2: Choose the correct answer:

1-The first step to recover a deleted file from the computer is:

- a. Installing a file recovery program.
- b. Searching the internet.
- c. Opening the Recycle Bin and restoring the file.
- d. Restarting the device.

2. In case a file is permanently deleted using (Shift + Delete), the best solution is:

- a. Searching the Recycle Bin.
- b. Using data recovery software.
- c. Renaming the file.
- d. Copying other files in its place.

3. When installing a recovery program, it is preferable to install it on:

- a. The same disk from which the files were lost.
- b. A different or external disk.
- c. A mobile phone.
- d. The Recycle Bin.

5. The function of the (Deep Scan) option in recovery programs is:

- a. Deleting files permanently.
- b. Speeding up the search only.
- c. Finding old deleted files.
- d. Reducing the file size.

5. When recovering files, it is preferable to save them in:

- a. The same disk from which they were lost.
- b. The main system folder.
- c. A different disk.
- d. On the desktop.

Lesson2: How We Collect and Organize Our Data?



Introduction

Data is a set of raw information that we use to understand a specific topic or to answer a question. For example, if we want to know the favorite fruit of our classmates, we need to collect data from the students to learn their opinions.

1. Data Collection Methods

- We can collect data in different ways, such as **asking questions**, **direct observation**, or **referring to books and websites**.
- It is important to choose the appropriate method based on the type of information we are looking for.
- After collecting data, we need to organize it clearly to make it easy to understand.
- The best ways to display data are **Tables** (which place numbers or results in rows and columns) and **Graphs** (which show results visually in an attractive and easy-to-read format).



2. Microsoft Excel

- It is an excellent tool that helps us organize data quickly. We can enter numbers, design tables, and create graphs with just a few clicks.
- This program makes presenting information more accurate and attractive.
- **Important:** Before presenting data, we must ensure its validity and accuracy. If the data is incorrect or taken from unreliable sources, the results will also be wrong.
- We should always review sources and ensure the information is up-to-date and correct.
- To make the data presentation engaging, use **colors**, **headings**, and **labels** to help the reader notice the differences between different parts of the table or graph.



Practical Application:

Dear Student: Enter the following data into **Microsoft Excel**, then display it using one of the chart/graph types:

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Data is ready-made final results. ()
- 2- Data can be collected from more than one source. ()
- 3- Microsoft Excel cannot be used to display information. ()
- 4- Organization helps in understanding data. ()
- 5- Data accuracy must be verified before presenting it. ()

Q2: Choose the correct answer:

1. Data is defined as:

- a. Raw information.
- b. Final results.
- c. Random numbers.
- d. Images only.

2. One of the tools for displaying data is:

- a. Tables and graphs.
- b. Drawing notebook.
- c. Numbers only.
- d. Comic strips.

3. One of the programs used to display data is:

- a. Excel
- b. Email
- c. Paint
- d. PowerPoint only

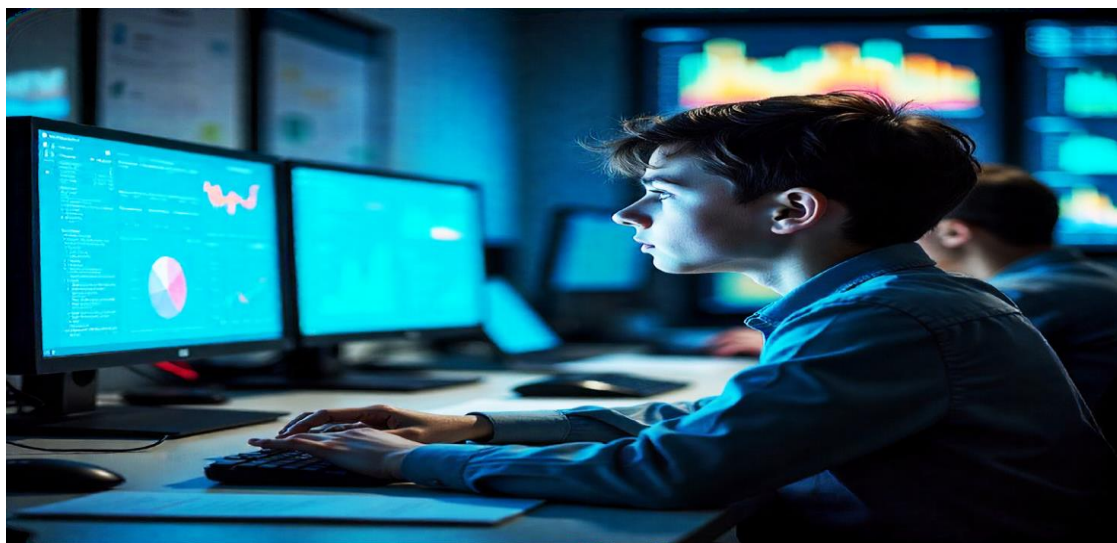
4. It must be ensured that data is:

- a. Correct and accurate.
- b. From an unknown source.
- c. Incomplete.
- d. Outdated.

5. A good presentation makes information:

- a. Clear and understandable.
- b. Vague.
- c. Boring.
- d. Disorganized.

Lesson 3: How to Design a Presentation That Engages Others



Introduction

When we want to present an idea or a project to others, it is not enough to just write down information. We must present it in an attractive and clear way that helps the viewer understand and enjoy it at the same time. This is where **Multimedia**—such as images, colors, sounds, and video clips—plays a vital role.

1. Multimedia



Multimedia is a set of tools that make a presentation more lively and interactive.

- When a viewer sees an image illustrating an idea or hears a suitable sound, understanding becomes easier, and the presentation stays in their memory longer.
- **Microsoft PowerPoint** is an excellent tool for preparing presentations. It allows us to create slides containing text, images, shapes, and animations.
- **Additional Tools:**
 - **WordArt:** To add text in beautiful, artistic shapes.
 - **Movie Maker:** To create short video clips that support the presentation.



2. Requirements for Attractive Presentations

For a presentation to be successful, it should follow these standards:

- **Simplicity:** Slides should be short and clear, with each slide containing only one main idea.
- **Design:** Using consistent colors and clear fonts makes the presentation easy on the eyes and helps with focus.
- **Logical Sequence:** Arrange slides logically: start with an **Introduction**, present information **step-by-step**, and conclude with **Results or Recommendations**.
- **Audio & Video:** Choose them carefully so they support the idea rather than distract attention. A calm melody or relevant sound can make the presentation more impactful.

The Goal: Any presentation should be both useful and enjoyable, delivering the idea clearly while keeping the audience excited to listen and participate.



Practical Application:

Dear Student: Design a presentation about **Tourist Attractions in Egypt** (e.g., The Grand Museum, The Pyramids, etc.) using images from the internet.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A good presentation does not need order or sequence. ()
- 2- Images and videos can be used to attract attention. ()
- 3- Long slides are better for presentations. ()
- 4- PowerPoint is one of the presentation programs. ()
- 5- Colors help in understanding. ()

Q2: Choose the correct answer:

1- One of the tools that helps display information in an interesting and attractive way is:

- a. PowerPoint.
- b. Paint only.
- c. The browser.
- d. Email.

2. To make the presentation attractive, we use:

- a. Images and colors.
- b. Too much text.
- c. Long pages.
- d. Small fonts.

3. Slides should be:

- a. Short and clear.
- b. Crowded with words.
- c. Full of numbers.
- d. Without order.

4. Video in a presentation helps to:

- a. Attract attention.
- b. Distract the student.
- c. Cancel the idea.
- d. Only make the time longer.

5. A good presentation makes the idea:

- a. Easy to understand.
- b. Vague. c. Difficult.
- d. Boring.

Lesson4: How to prepare an outstanding presentation using PowerPoint?

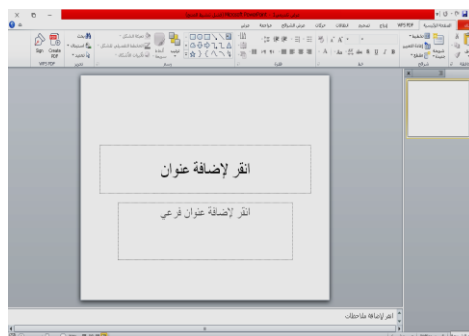
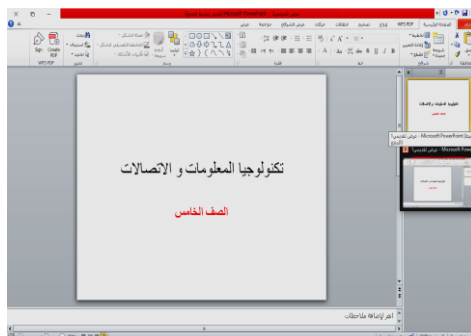
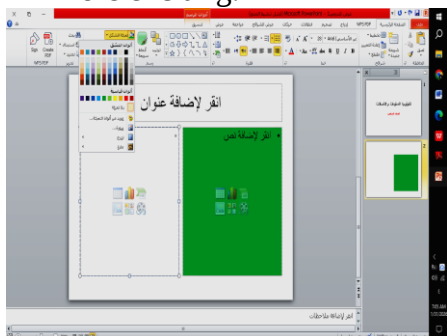


Introduction

A presentation is a beautiful and easy way to explain an idea or a topic to others using a computer. It helps us organize our ideas and clarify them using audio and visuals, making it easy for the audience to understand and enjoy.

1. PowerPoint Program

- **PowerPoint** is one of the most famous programs used for preparing presentations. It allows us to create slides where we write information and add images, graphics, and sounds to make the presentation clearer and more attractive.
- **Design Tips:**
 - Choose **consistent colors** that do not strain the eyes.
 - Use a **clear and large font** so everyone can read easily.
 - **Do not crowd the slide** with words; write only the most important points to keep it brief and focused.
- **Multimedia:** Using images and videos can explain an idea faster than words and make the presentation more exciting.



2. Structuring a Good Presentation

It is best to organize your presentation in a logical order:

1. **The Introduction:** Introduce your topic and explain the general idea.
2. **The Main Content:** Mention the important information, data, or steps.
3. **The Conclusion:** Summarize what was presented and provide a final result or recommendation.

3. Presentation Delivery Skills

- **Practice:** Before presenting to others, it is important to practice speaking with confidence. You can practice in front of your classmates or a mirror to get used to your posture and tone of voice. Self-confidence makes the presentation more impactful and persuasive.
- **Review:** Do not forget to review the presentation before delivering it to ensure there are no linguistic or technical errors and that every slide is well-organized. Reviewing reflects your care and accuracy in your work.

By following these steps, you can deliver an enjoyable and clear presentation that expresses your ideas with confidence and professionalism.

Practical Application:

Dear Student: Design a presentation on one of the following topics, applying the ideas you learned in this lesson:

1. Rationalizing Water Consumption.
2. Population Increase.
3. Combating Rumors.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A presentation aims only at playing. ()
- 2- The font in the slides must be clear. ()
- 3- There is no need to practice before the presentation. ()
- 4- Images help in clarifying the idea. ()
- 5- It is important to review the presentation before delivering it. ()

Q2: Choose the correct answer:

1. One of the presentation programs is:

- a. PowerPoint.
- b. Paint.
- c. Notepad.
- d. The Internet.

2. An effective presentation relies on:

- a. Organization and confidence.
- b. Randomness.
- c. Excessive speed.
- d. Deleting images.

3. The best way to start a presentation is with:

- a. A simple introduction.
- b. Jumping to the end.
- c. Ignoring the title.
- d. Displaying images only.

4. The presentation must be reviewed:

- a. Before delivering it.
- b. Only after the presentation.
- c. While speaking.
- d. There is no need for that.

5. Multimedia helps in:

- a. Clarifying the idea.
- b. Confusing the student.
- c. Deleting texts.
- d. Reducing focus.

Lesson 5: How to design a simple and attractive website?



. What is a Web Page?

A **Web Page** is the place we see when we visit a website on the internet.



- It consists of **text, images, and links** that help the visitor read and move from one page to another easily.
- Every website contains many pages, and each page presents specific content or a certain idea.

2. HTML Language

To design a web page, we use a special language called **HTML** (HyperText Markup Language). It is the basic language used to write and build websites. Through HTML, we can:

- Define **headings**.
- Write **paragraphs**.
- Insert **images**.
- Add **links** that take us to other pages.



3. Principles of Good Web Design

- **Simplicity:** Keep the design simple and easy to use so the visitor doesn't feel confused.
- **Clear Headings:** Place a clear title at the top that reflects the page content.
- **Visuals:** Use appropriate images that support the idea you are presenting.
- **Colors:** Use consistent and comfortable colors; avoid colors that are annoying to the eye.
- **Link Integrity:** Ensure all links work correctly. A broken link frustrates visitors and makes them leave the site quickly.
- **Purpose:** You can create a simple page to present a story you wrote, a school project, or even a personal biography.

Final Note: After finishing the design, review and test the page as if you were a visitor. A good design isn't just about beauty; it's about being **useful and easy to navigate**, making users want to return.

Practical Application:

Dear Student: Use the internet to write some **HTML coding tags** that you can use when creating a simple web page.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A web page contains only text. ()
- 2- HTML is one of the website design languages. ()
- 3- A good web page is difficult to use. ()
- 4- Colors help in making the page attractive. ()
- 5- Links must be verified before publishing. ()

Q2: Choose the correct answer:

1. A web page consists of:

- a. Text, images, and links.
- b. Images only.
- c. Text only.
- d. Video only.

2. One of the website design languages is:

- a. HTML
- b. Paint
- c. PowerPoint
- d. Excel

3. A web page should be:

- a. Easy to use.
- b. Full of advertisements.
- c. Crowded with text.
- d. Vague.

4. Consistent colors make a page:

- a. Beautiful.
- b. Disorganized.
- c. Slow.
- d. Difficult to read.

5. Links must be:

- a. Effective and correct.
- b. Numerous and random.
- c. Repetitive.
- d. Unimportant.

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر ابريل



Unit 4: My Digital Project

Lesson 1: Recovering My Deleted Files

(الدرس الأول: استعادة ملفات المحذوفة)

1. Recovering Files from the Computer

There are two main ways to recover deleted files:

A. Recovery from the Recycle Bin (The first and easiest step):

1. Open the Recycle Bin icon on the desktop.
 2. Search for the file or folder you want to recover.
 3. Right-click on the file and choose Restore.
 4. The file will immediately return to its original location.
- Note: This works only if you haven't emptied the Recycle Bin or used Shift + Delete.

B. Types of Deletion:

- Temporary Deletion: By pressing Delete on the keyboard or right-clicking and choosing Delete. (Files go to the Recycle Bin).
- Permanent Deletion: By pressing Shift + Delete or deleting the file from inside the Recycle Bin. (Files are removed from the Bin).

2. Advanced Recovery Using External Software

If files are permanently deleted or the disk is formatted, you must use specialized data recovery software.

- Important Warning: Stop using the drive immediately to avoid overwriting the lost data.

General Steps to Use Recovery Software:

1. **Choose a Program:** Such as Recuva (Free and easy) or Disk Drill.
2. **Installation:** Install the program on a different drive from the one you are recovering from (e.g., if files were lost from drive C, install the program on drive D).

3. **Select Location:** In the program interface, choose the storage unit (Drive C, D, USB, or Recycle Bin).
4. **Start Scan:** Use Deep Scan for better results, even if it takes more time.
5. **Preview and Recover:**
 - The program shows a list of files and their status: ☐ Good or ☐ Poor.
 - Preview the files (photos/documents) before recovering.
 - Select the files and click Recover.
6. **Save Location:** Save the recovered files to a new location (a different drive).

Q1: Put (✓) for true and (X) for false statements:

1. The Recycle Bin is the first place to look for temporarily deleted files. ()
2. Pressing "Shift + Delete" sends files to the Recycle Bin. ()
3. Recuva is an example of a data recovery program. ()
4. You should install recovery software on the same drive where files were lost. ()
5. "Restore" returns the file to its original location on the computer. ()
6. A "Deep Scan" takes less time than a regular scan. ()
7. You must stop using the drive immediately after losing files. ()
8. Files deleted from the Recycle Bin are considered permanently deleted. ()

Q2: Choose the correct answer from the four options:

1. To recover a file from the Recycle Bin, we right-click and choose _____. (a) Delete (b) Restore (c) Copy (d) Rename
2. Which keyboard shortcut is used for permanent deletion?
(a) Shift + Delete (b) Ctrl + C (c) Alt + F4 (d) Ctrl + Z
3. If files are deleted permanently, we use _____ recovery software.
(a) Writing (b) Painting (c) Advanced (d) Chatting
4. When a program shows a □ circle next to a file, it means the status is _____. (a) Bad (b) Good (c) Empty (d) Missing
5. For better results in finding old files, it is preferred to use _____.
(a) Quick Scan (b) Deep Scan (c) No Scan (d) Delete
6. After recovery, you should save files on a _____ drive.
(a) Same (b) Different (c) Broken (d) Hidden
7. Recuva and _____ are tools used to recover lost data.
(a) Disk Drill (b) Google Chrome (c) PowerPoint (d) Windows Media

Q1: Put (✓) for true and (X) for false statements:

1. Recovered files should be saved in their original location immediately. ()
2. Temporary deletion happens when you press only the "Delete" key. ()
3. Disk Drill is a program used to design websites. ()
4. You can preview photos before clicking "Recover" in most programs. ()
5. Emptying the Recycle Bin makes files easier to find without software. ()
6. The Recycle Bin icon is usually found on the Desktop. ()
7. Deep Scan helps find files that were deleted a long time ago. ()
8. Overwriting data happens if you continue using the drive after losing files. ()

Q2: Choose the correct answer from the four options:

1. To start searching for files in Recuva, you must click on _____.
(a) Exit (b) Scan (c) Format (d) Install
2. Temporary deleted files are stored in the _____.
(a) CPU (b) Recycle Bin (c) Hard Disk (d) Keyboard
3. Installing the program on a different drive prevents _____ over lost data. (a) Writing (b) Drawing (c) Singing (d) Calling
4. Advanced recovery is needed after a disk _____.
(a) Format (b) Shutdown (c) Cleaning (d) Purchase
5. The status ☐ in recovery programs indicates that the file is _____.
(a) Excellent (b) Poor (c) New (d) Large
6. You can recover files from a _____ using specialized software.
(a) USB Drive (b) Printer (c) Scanner (d) Speaker
7. Clicking "Restore" is part of the _____ recovery method.
(a) Complex (b) Basic/Easiest (c) Impossible (d) Hardware

Q1: Put (✓) for true and (X) for false statements:

1. Permanent deletion means the file is completely removed from the Recycle Bin. ()
2. A good digital citizen knows how to manage and protect their files. ()
3. You can only recover files if the computer is turned off. ()
4. Previewing files helps you ensure they are not corrupted before saving. ()
5. Advanced recovery programs can recover files from formatted drives. ()
6. Using "Delete" from inside the Recycle Bin is a form of temporary deletion. ()
7. High-quality recovery tools like Recuva can be downloaded from the internet. ()
8. It is impossible to recover any file once it is deleted with Shift + Delete. ()

Q2: Choose the correct answer from the four options:

1. Why should we stop using the drive after losing files?
(a) To save power (b) To avoid overwriting data
(c) To cool the PC (d) To fix the screen
2. Which feature takes longer but finds more files?
(a) Deep Scan (b) Quick Search (c) Regular Delete (d) Restarting
3. A responsible student _____ their important files to avoid losing them. (a) Deletes (b) Backs up (c) Hides (d) Ignores
4. Where does the file go after clicking "Restore"?
(a) New folder (b) Original location (c) Desktop (d) USB
5. To recover files from drive D, install the program on _____.
(a) Drive D (b) Drive C (c) No drive (d) Printer memory
6. Specialized recovery software is the solution for _____ deletion.
(a) Temporary (b) Permanent (c) Daily (d) Accidental
7. The art of recovering files is part of being a _____ digital citizen.
(a) Bad (b) Skillful (c) Slow (d) Careless

Lesson 2: How We Collect and Organize Our Data

(الدرس الثاني: كيف نجمع وننظم بياناتنا)

- **Data Concept:** Data is a set of raw information that we use to understand a specific topic or answer a question.
 - *Example:* To know the most favorite fruit of your classmates, you need to collect data from students to know their opinions.
- **Data Processing:**
 1. **Collecting Data:** Data can be collected through several methods:
 - Asking questions.
 - Direct observation.
 - Books and websites.
 - *Note:* It is important to choose the appropriate method based on the type of information.
 2. **Verifying Data Accuracy:** Before presenting data, you must ensure it is correct and accurate.
 - Always review sources and make sure the information is up-to-date.
 - ⚠️ If data is incorrect or from unreliable sources, the results will be inaccurate.
 3. **Organizing and Presenting Data:** After collecting data, it needs to be organized clearly to make it easier to understand.
- **Best Ways to Organize and Present Data:**
 - Tables: Organize numbers or results by placing them in rows and columns.
 - Charts (Graphs): Show results visually in a beautiful and easy-to-read way.
- **Microsoft Excel:**
 - An excellent tool for organizing data quickly.
 - Makes information presentation more accurate and attractive.
 - Allows entering numbers, designing tables, and creating charts with a few clicks.

- **Presenting Data Attractively:** Converting raw information (scattered numbers) into organized data helps in:
 - Understanding and making correct decisions.
 - Tips: Use colors, titles, and legends (labels) to help the reader notice the differences between parts of the chart or table.
- Important Note (Creating a Chart in Excel):
 1. Select the data you want to represent.
 2. Choose the appropriate chart from the Insert menu.

Q1: Put (✓) for true and (X) for false statements:

1. Data is a set of raw information used to understand a topic. ()
2. Microsoft Excel is a program used only for drawing pictures. ()
3. Asking questions is one of the ways to collect data. ()
4. You don't need to verify the accuracy of data before presenting it. ()
5. Tables organize data into rows and columns. ()
6. Charts show results visually and are easy to read. ()
7. Reliable sources always provide inaccurate results. ()
8. To create a chart in Excel, you use the "Home" menu. ()

Q2: Choose the correct answer from the four options:

1. A set of raw information is called _____.
(a) Colors (b) Data (c) Games (d) Hardware
2. To organize numbers into rows and columns, we use _____.
(a) Tables (b) Videos (c) Audio (d) Photos
3. To represent data visually in a beautiful way, we use _____.
(a) Text only (b) Charts (c) Speakers (d) Printers
4. To create a chart in Excel, go to the _____ menu.
(a) File (b) Edit (c) Insert (d) View
5. Data can be collected through _____.
(a) Sleeping (b) Observation (c) Eating (d) Running
6. Using _____ helps readers notice differences in a chart.
(a) Darkness (b) Colors (c) Noise (d) Silence
7. Excel makes the presentation of information more _____.
(a) Accurate (b) Wrong (c) Slow (d) Complex

Q1: Put (✓) for true and (X) for false statements:

1. Using up-to-date sources ensures the accuracy of your data. ()
2. Books and websites are good places to gather information. ()
3. Excel allows you to enter numbers and design tables easily. ()
4. Information from unreliable sources leads to correct decisions. ()
5. The first step to create a chart is selecting the data. ()
6. Labels and titles make the data presentation easier to understand. ()
7. Data processing includes collecting, verifying, and organizing. ()
8. Collecting data about classmates' favorite food is impossible. ()

Q2: Choose the correct answer from the four options:

1. Which program is best for creating charts and tables?
(a) Word (b) Paint (c) Excel (d) Zoom
2. If data is taken from an unreliable source, the results will be _____.
(a) Beautiful (b) Inaccurate (c) Fast (d) Perfect
3. Organizing data helps us to _____.
(a) Make decisions (b) Delete info (c) Waste time (d) Forget results
4. Before presenting data, we must check its _____.
(a) Price (b) Validity (c) Weight (d) Smell
5. Data that is visually easy to read is represented in _____.
(a) Charts (b) Long texts (c) Hidden files (d) Records
6. In Excel, data is organized into rows and _____.
(a) Columns (b) Circles (c) Squares (d) Dots
7. Collecting data by asking questions is a _____ method.
(a) Direct (b) Hidden (c) Random (d) Wrong

Q1: Put (✓) for true and (X) for false statements:

1. Visual data (charts) is more attractive than scattered numbers. ()
2. Excel is a digital tool that helps process data quickly. ()
3. You should always use the same method to collect all types of data. ()
4. An organized table helps in understanding complex information. ()
5. Raw data alone is enough to make a final decision without processing. ()
6. Titles and legends are essential elements of an attractive chart. ()
7. To insert a chart, you must first highlight the numbers in Excel. ()
8. A responsible student uses information from official websites only. ()

Q2: Choose the correct answer from the four options:

1. Why is verifying data important?

- | | |
|------------------------|-------------------------|
| (a) To waste time | (b) To make it colorful |
| (c) To ensure accuracy | (d) To delete it |

2. Converting raw numbers into a clear chart helps in _____.

- (a) Understanding (b) Hiding data (c) Confusion (d) Laziness

3. Which element helps identify different parts of a chart?

- (a) Titles and Labels (b) Mouse (c) Keyboard (d) Cables

4. Choosing the "appropriate method" for collecting data depends on the _____.

- (a) Type of info (b) Computer color (c) Room temperature (d) Font size

5. Which tool in Excel is used for visual representation?

- (a) Calculator (b) Charts (c) Eraser (d) Pen

6. Using "Insert" then "Chart" follows the step of _____.

- (a) Selecting data (b) Deleting data (c) Printing data (d) Closing Excel

7. Raw information is useless until it is _____.

- (a) Organized (b) Deleted (c) Hidden (d) Lost

Lesson 3: How to Design a Presentation that Attracts Others

(الدرس الثالث: كيف نصمم عرضاً يجذب الآخرين)

- **Multimedia and its Importance:** When presenting an idea or a project, writing information alone is not enough. We must present it in an attractive and clear way that helps the viewer understand and enjoy it at the same time. This is where Multimedia plays its role.
- **Importance of Multimedia:**
 - It makes the presentation more lively and interactive (e.g., seeing an image that explains the idea  or hearing a suitable sound ).
 - It helps with easy understanding and keeps information in the memory for a longer period.
- **Tools for Preparing Presentations:**
 - **Microsoft PowerPoint:** An excellent tool for creating presentations. You can create slides containing texts, images, shapes, animations, WordArt for beautiful titles, and short video clips.
 - **Movie Maker:** Can be used to create short video clips.
- **Tips for Designing a Successful Presentation:**
 1. **Slides:** Should be short and clear. Each slide should contain only one idea. Arrange them logically: (Introduction -> Step-by-step info -> Conclusion/Recommendations).
 2. **Colors and Fonts:** Using consistent colors and clear fonts makes the presentation comfortable for the eyes and helps with focus.
 3. **Audio and Video:** Should be chosen carefully to support the idea without distracting the audience. A calm melody or suitable sound makes the presentation more impactful and beautiful.
- **The Goal of any Presentation:** To be useful and fun, to deliver the idea clearly, and to make the audience excited to listen and participate.

Q1: Put (✓) for true and (X) for false statements:

1. Multimedia makes the presentation boring and less interactive. ()
2. Each slide in PowerPoint should contain multiple complex ideas. ()
3. Movie Maker is a program used to create short video clips. ()
4. Using WordArt allows you to add titles in beautiful shapes. ()
5. Presentations should start with a conclusion then the introduction. ()
6. Images help information stay in the memory for a longer time. ()
7. Calm background music can make the presentation more impactful. ()
8. PowerPoint slides can only contain text without any images. ()

Q2: Choose the correct answer from the four options:

1. To make titles look artistic and beautiful in PowerPoint, we use _____.
(a) Video (b) WordArt (c) Delete (d) Printer
2. The best program for creating slides and presentations is _____.
(a) Excel (b) Movie Maker (c) PowerPoint (d) Calculator
3. A successful presentation should be useful and _____ at the same time. (a) Fun (b) Sad (c) Long (d) Difficult
4. Using _____ and clear fonts makes the presentation easy to read.
(a) Random shapes (b) Consistent colors
(c) Dark backgrounds (d) Small dots
5. Each slide in your presentation should represent _____ idea(s).
(a) Five (b) Many (c) Only one (d) No
6. _____ is an example of multimedia that explains ideas visually.
(a) Images (b) Silence (c) Cables (d) Empty slides
7. Presentations should follow a _____ sequence (Introduction, Info, Conclusion).
(a) Random (b) Logical (c) Backward (d) Fast

Q1: Put (✓) for true and (X) for false statements:

1. Consistent colors help the audience focus on the presentation. ()
2. Short and clear slides are better than long ones filled with text. ()
3. You should choose audio and video that distract the audience. ()
4. A presentation's goal is to make the audience excited to participate. ()
5. Animations can be added to PowerPoint slides to make them lively. ()
6. You should only use text when presenting a project to others. ()
7. Short video clips can be used to support your ideas in a presentation. ()
8. The "Conclusion" comes at the very beginning of the presentation. ()

Q2: Choose the correct answer from the four options:

1. Multimedia includes text, images, and _____.
(a) Audio/Video (b) Paper (c) Pens (d) Hard disks
2. When the presentation is comfortable for the eye, it uses _____.
(a) Clear fonts (b) Very small text (c) Neon colors (d) Moving text only
3. To create a video for your project, you can use _____.
(a) Movie Maker (b) Word (c) Excel (d) Paint
4. The part of the presentation that includes results or recommendations is the _____.
(a) Introduction (b) Conclusion (c) Title (d) Middle
5. Multimedia helps the audience _____ the information easily.
(a) Forget (b) Understand (c) Delete (d) Ignore
6. In PowerPoint, we use _____ to transition between different points.
(a) Slides (b) Cables (c) Batteries (d) Screws
7. Adding a _____ melody makes the presentation more beautiful.
(a) Loud (b) Calm (c) Scary (d) Noisy

Q1: Put (✓) for true and (X) for false statements:

1. A good presentation delivers the idea clearly to the audience. ()
2. Using too many videos can distract the audience from the main idea. ()
3. Logic and order are not important when designing slides. ()
4. Multimedia makes the information stay longer in our memory. ()
5. PowerPoint is the only way to share ideas with others. ()
6. A successful designer thinks about the viewer's comfort and enjoyment. ()
7. The introduction should give the audience a quick idea about the topic. ()
8. You should use a different color for every single word in your presentation. ()

Q2: Choose the correct answer from the four options:

1. Why is "Multimedia" important in a digital project?
(a) To waste time (b) To make it lively
(c) To make it harder (d) To hide info
2. What should you do to keep your audience focused?
(a) Use clear fonts (b) Use long texts
(c) Play loud music (d) Turn off the screen
3. Which of these makes the audience excited to participate?
(a) An attractive presentation (b) A boring list
(c) Very fast slides (d) No images
4. PowerPoint allows adding _____ to make objects move on the slide.
(a) Animations (b) Water (c) Paper (d) Keys
5. The presentation is considered successful when it _____ clearly.
(a) Deletes data (b) Delivers the idea (c) Crashes (d) Ends fast
6. "Step-by-step information" happens during the _____ of the presentation. (a) Start (b) Body/Middle (c) End (d) Title page
7. Before adding a video, you must ensure it _____ the main idea.
(a) Supports (b) Opposes (c) Deletes (d) Replaces

Lesson 4: How to Prepare a Distinguished Presentation Using PowerPoint

(الدرس الرابع: كيف أعد عرضاً مميزاً باستخدام باوربوينت)

- **The Presentation:** A fun and easy way to explain an idea or a topic to others using a computer. It helps us organize and clarify ideas using audio and visuals so the audience can understand and enjoy watching easily. 🎧
- **Microsoft PowerPoint:** One of the most famous programs used for preparing presentations. Through it, we can:
 - Create Slides to write information. 🖨️
 - Add images, drawings, sounds, and videos to make the presentation clearer and more attractive. 🎧
- **Tips for Designing a Presentation:**
 1. **Consistent Colors:** Choose colors that do not tire the eyes. 🎨
 2. **Clear Fonts:** Use a clear and large font that is easy to read.
 3. **Key Points Only:** Write only the important points to keep the slide brief and focused.
 4. **Use Multimedia:** Use audio or video to support the idea because they explain faster than words and make the presentation more exciting. 🎬
- **Steps to Prepare a Distinguished Presentation:**
 1. **Introduction:** Introduce the topic and explain its general idea.
 2. **The Body (Main Presentation):** Present information and important steps in an organized and clear manner.
 3. **Conclusion:** Summarize the presentation and provide the final result or recommendation. ✓

- **Tips for a Successful Delivery:**

- **Before the show:** Review the presentation and make sure it is free of errors. ✎ □
- **Organization:** Ensure that images and texts are arranged beautifully. 🖼 □
- **Practice:** Practice in front of your colleagues or a mirror to get used to your posture and tone of voice. 🖋
- **Confidence:** Practice speaking confidently because self-confidence makes the presentation more impactful and persuasive. 💪

Q1: Put (✓) for true and (X) for false statements:

1. PowerPoint is used to create spreadsheets for calculations. ()
2. Self-confidence helps in making the presentation more persuasive. ()
3. You should write every single word you say on the PowerPoint slide. ()
4. Multimedia like video can explain ideas faster than text alone. ()
5. The presentation should end with a summary called the "Conclusion". ()
6. Small and thin fonts are best for presentations to save space. ()
7. Practicing in front of a mirror helps improve your delivery. ()
8. Consistent colors make the presentation comfortable for the eyes. ()

Q2: Choose the correct answer from the four options:

1. The part of the presentation where you explain the general idea is the _____. (a) Conclusion (b) Introduction (c) Body (d) Title only
2. In PowerPoint, information is written on pages called _____.
(a) Files (b) Papers (c) Slides (d) Envelopes
3. Using ____ helps make the presentation more exciting and attractive.
(a) Noisy sounds (b) Multimedia (c) Hidden text (d) Dark screens
4. Before the show, you must check your presentation for _____.
(a) Games (b) Errors (c) Price (d) Weight
5. You should use a _____ font so the audience can read easily.
(a) Small (b) Invisible (c) Large and clear (d) Light
6. The final result or recommendation is provided in the _____.
(a) Introduction (b) Body (c) Conclusion (d) Header
7. To get used to your tone of voice, you should _____ before the presentation.
(a) Sleep (b) Practice (c) Run (d) Eat

Q1: Put (✓) for true and (X) for false statements:

1. A distinguished presentation helps organize ideas for the audience. ()
2. You can only add text and sounds to PowerPoint slides. ()
3. The "Body" of the presentation is where you show the main steps. ()
4. Reviewing your slides before presenting is a waste of time. ()
5. A successful delivery requires a good tone of voice and confidence. ()
6. Using too many bright and clashing colors tires the audience's eyes. ()
7. PowerPoint is the most popular software for presentations. ()
8. Summarizing the main points happens in the introduction. ()

Q2: Choose the correct answer from the four options:

1. To make a slide focused, you should only write _____.
(a) Random letters (b) Key points (c) Long stories (d) Nothing
2. One of the best ways to prepare for a speech is practicing in front of _____.
(a) A mirror (b) A closed door (c) The floor (d) A window
3. _____ and videos support your ideas better than just talking.
(a) Audio clips (b) Broken links (c) Blank pages (d) Cables
4. When images and texts are arranged beautifully, the presentation is _____.
(a) Organized (b) Messy (c) Complex (d) Hard to see
5. Which program allows you to add animations to your project?
(a) Excel (b) PowerPoint (c) Paint (d) Calculator
6. Confidence makes the audience more _____ by your presentation.
(a) Angry (b) Persuaded (c) Tired (d) Bored
7. A presentation is a way to explain a topic using a _____.
(a) Computer (b) Radio (c) Printer (d) Camera

Q1: Put (✓) for true and (X) for false statements:

1. Effective presentations depend on both design and delivery skills. ()
2. The conclusion is where the audience learns the topic for the first time. ()
3. Visuals like images make the information clearer and easier to understand. ()
4. You don't need to practice if you have a very well-designed slide. ()
5. Logical steps (Intro -> Body -> Conclusion) help the audience follow you. ()
6. Professional digital citizens check their work for spelling and design errors. ()
7. Multimedia should be used randomly even if it doesn't support the idea. ()
8. Self-confidence can be improved through training and practice. ()

Q2: Choose the correct answer from the four options:

1. Why is it better to use "Key Points" instead of full paragraphs?
(a) To save electricity (b) To keep the slide brief
(c) To hide info (d) To use more slides
2. Which of these is a sign of a professional presentation?
(a) Consistent colors (b) Crowded text (c) Spelling errors (d) No images
3. The main goal of using a computer for presentations is to _____.
(a) Play games (b) Clarify ideas (c) Shutdown (d) Print papers
4. If you are nervous, you should _____ to become more influential.
(a) Practice confidently (b) Hide (c) Speak very fast (d) Be silent
5. What happens during the "Body" of the presentation?
(a) Saying goodbye (b) Presenting information (c) Greeting only (d) Summary
6. Good arrangement of images and texts is called _____.
(a) Organization (b) Confusion (c) Piracy (d) Coding
7. A distinguished presentation is one that is enjoyable and _____.
(a) Slow (b) Clear (c) Empty (d) Boring

Lesson 5: How to Design a Simple and Attractive Website

(الدرس الخامس: كيف أصمم موقعاً بسيطاً وجذاباً)

- **The Web Page:** It is the place we see when visiting a website on the internet. It consists of:
 - **Texts:** To help the visitor read. 📖
 - **Images:** To clarify the idea. 🖼️
 - **Links:** To help the visitor move from one page to another easily. 🔗
 - Each website contains many web pages, and each page offers specific content or ideas.
- **HTML Language:**
 - It is the basic language used to write and design websites.
 - It is used to define titles 🏷️, write texts ✍️, place images 🖼️, and add links 🔗.
- **Tips for Creating a Web Page:**
 1. **Simplicity and Ease of Use:** To avoid confusing the visitor. ✨
 2. **Consistent Colors:** Choose non-annoying colors that are comfortable for the eye. 🎨
 3. **Clear Title:** Place a clear title at the top of the page that reflects its content. 🏷️
 4. **Suitable Images:** Use images that support the displayed idea. 🖼️
 5. **Working Links:** Ensure all links work correctly. 🔗
- **Evaluating a Web Page:** After finishing the design, you should:
 - Review and test the page as if you were a visitor. 🌐

- Ensure the page is easy to use, attractive, clear, and well-organized.
- Remember: Good design isn't just about beauty; it must be useful, easy to browse, and encouraging for users to return.
- **HTML Codes (Tags):**
 - `<h1>`: For writing a large and clear title.
 - `<p>`: For adding a text paragraph.
 - `<img>`: For adding an image.
 - `<a>`: For adding a link to another site.

Q1: Put (✓) for true and (X) for false statements:

1. HTML is the basic language used to create web pages. ()
2. A web page consists only of images without any text. ()
3. The <h1> tag is used to write a large and clear title in HTML. ()
4. Using many inconsistent colors makes the website better. ()
5. Links help visitors move between different pages easily. ()
6. You should test your web page as a visitor after designing it. ()
7. The <p> tag is used to add an image to the web page. ()
8. A good web page should be useful and easy to browse. ()

Q2: Choose the correct answer from the four options:

1. The language used to design and build websites is _____.
(a) Excel (b) HTML (c) PowerPoint (d) Word
2. To add a link to another website in HTML, we use the tag _____.
(a) (b) <h1> (c) <p> (d) <a>
3. A _____ at the top of the page should express the page's content. (a) Clear title (b) Hidden link (c) Small dot (d) Random color
4. The tag used to add a paragraph of text is _____.
(a) <a> (b) (c) <p> (d) <h1>
5. To add an image to your web page, use the tag _____.
(a) (b) <a> (c) <h1> (d) <p>
6. Web pages consist of texts, images, and _____.
(a) Links (b) Cables (c) Batteries (d) Hardware
7. Design should be _____ to avoid confusing the visitor.
(a) Complex (b) Simple (c) Crowded (d) Dark

Q1: Put (✓) for true and (X) for false statements:

1. You must ensure that all links on your web page work correctly. ()
2. The tag is used to define the main title of the page. ()
3. A good web page encourages the user to return to it again. ()
4. HTML allows you to place images and write texts on the internet. ()
5. Simplicity is not important when designing a professional website. ()
6. The <a> tag helps in navigating to other websites. ()
7. Consistent colors are more comfortable for the visitor's eye. ()
8. Evaluation means checking if the page is easy to use and clear. ()

Q2: Choose the correct answer from the four options:

1. When a visitor enters a website, they see a _____.
(a) Keyboard (b) Printer (c) Web page (d) CPU
2. To write a title that is big and clear, use _____.
(a) <h1> (b) (c) <a> (d) <p>
3. One tip for a successful web page is using _____ images.
(a) Random (b) Suitable (c) Hidden (d) Broken
4. Designing a website is used to show a school _____ or an idea.
(a) Project (b) Game (c) Cable (d) Screen
5. After designing, you should review the page as if you were a _____.
(a) Visitor (b) Computer (c) Mouse (d) Printer
6. Which tag is used for text paragraphs?
(a) <h1> (b) (c) <p> (d) <a>
7. A well-organized web page is _____ to browse.
(a) Hard (b) Easy (c) Impossible (d) Slow

Q1: Put (✓) for true and (X) for false statements:

1. HTML codes like <h1> and <p> help organize the content. ()
2. Good design only focuses on beauty and ignores usefulness. ()
3. Each web page in a website should present a specific idea. ()
4. Using broken links makes the website more professional. ()
5. Consistent colors and clear titles help the visitor understand the page. ()
6. HTML is a tool that allows students to express themselves digitally. ()
7. A page that is hard to browse will make visitors stay longer. ()
8. and <a> are examples of HTML tags for multimedia and links. ()

Q2: Choose the correct answer from the four options:

1. Why is HTML important for the internet?
(a) It fixes computers (b) It builds web pages
(c) It prints papers (d) It saves battery
2. If the links on a page do not work, the page is _____.
(a) Excellent (b) Poorly designed (c) Very fast (d) Useful
3. What is the benefit of the <a> tag?
(a) It adds a photo (b) It connects pages
(c) It makes text big (d) It adds a paragraph
4. A responsible digital citizen creates web pages that are _____.
(a) Truthful and useful (b) Fake (c) Misleading (d) Empty
5. The <h1> tag makes the text look like a _____.
(a) Small note (b) Main heading (c) Link (d) Image
6. Simplicity in design helps the visitor feel _____.
(a) Confused (b) Comfortable (c) Angry (d) Lost
7. To support your idea visually on a web page, you should use _____.
(a) Images (b) Silence (c) Only text (d) Dark colors

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

